

Community Planning Director



Job Code: 2381
Grade: 135
Reports to: Planning Director
Salary Range: \$68,835 - \$107,201
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs advanced professional, technical, and administrative work coordinating current planning activities, preparing policies, and performing special planning studies; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification is responsible for coordinating formal briefings and recommendations to various Councils, Commissions, Boards, Committees, citizens, and developers concerning the City's Master Plan, anticipated development, City Code revisions, and site plan proposals in relation to the existing rules and regulations of the City Code, the Master Plan, and planning practices and principles. Work is performed under the regular supervision of the Director of Planning and Code Administration. Supervision is exercised over professional and technical staff.

ESSENTIAL FUNCTIONS

Coordinating development review, subdivision, annexation, rezoning applications, zoning appeals, downtown revitalization and other current planning activities and staff; drafting ordinances; conducting research and providing policy guidance to the Planning Commission and City Council; writing grant applications; maintaining records and files; preparing reports; advising boards, commissions, committees, and elected officials.

EXAMPLES OF WORK

- Coordinates current planning activities and staff.
- Assists, advises, and directs staff in review of applications, proposals, and issues.
- Coordinates agenda and other matters with Planning Commission Chairman.
- Attends Planning Commission, City Council, Board of Appeals, Downtown Review and Historic Committee meetings, provides assistance and information as needed.
- Gathers, assimilates, interprets, and analyzes a variety of data and information pertaining to current planning activities.
- Prepares policy papers and reports for commissions, boards, committees, and elected officials.
- Undertakes a variety of special projects and studies requiring the use of technical knowledge such as redistricting and major zoning ordinance revisions.
- Oversees the maintenance of census and demographic data; disseminates data to interested parties; provides data analysis as required.
- Oversees the gathering of information on industrial sites; provides initial information to prospects.
- Evaluates need for and coordinates ordinance changes and provides research and support for revisions.
- Helps prepare ordinances necessary to implement plans, policies, etc.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of community development activities, urban design principles, and their relation to urban planning; thorough knowledge of zoning and code enforcement practices; ability to prepare budgets and provide fiscal analysis of proposals, ability to read and interpret blueprints, site plans, and architectural

designs; ability to gather and interpret technical and statistical information and prepare technical reports; ability to develop and articulate planning policies; ability to establish and maintain effective working relationships with City officials, contractors, architects, land developers, associates, and the general public.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Urban Studies, Urban & Regional Planning, or related field. Five (5) to seven (7) years professional level experience in urban planning at the local government level, the majority of which shall have been in a management capacity in master development planning and administration of adopted land development code; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires balancing, standing, fingering, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Visual acuity is required for peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.